

# Foreign National Student Intern (Tokyo/PAS)

Internship Announcement No. 2021-I01

**OPEN TO:** Undergraduate/Graduate student (non-U.S. citizens)

Applicants must meet the definition of student (see Appendix), must be at least 18 years old at the time of participation in the program and must be either citizens or permanent legal residents of Japan.

**POSITION:** Student Intern

**OPENING DATE:** April 19, 2021

**CLOSING DATE:** April 30, 2021

**WORK HOURS:** Part-time, minimum 16 hours/week

**INTERNSHIP PERIOD:** 6 months from the date of hire. Target starting date is June 2021.

Any student participating in the Foreign National Student Internship Program (FNSIP) is uncompensated and is not an employee of the U.S. Mission, the U.S. Department of State, or the U.S. Government. U.S. citizen students are not eligible for the FNSIP; they must apply for a different program through the State Department Student Internship Program: [www.state.gov](http://www.state.gov)

The Cultural Affairs Office of the Public Affairs Section, U.S. Embassy, Tokyo is seeking one to two undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

## MAJOR DUTIES:

1. Assist with outreach programming on virtual platforms and at the Embassy and other offsite locations;
2. Assist with organizing and promoting study abroad related activities (such as school fairs), teacher trainings, and other programs;
3. Develop program and event ideas targeting alumni and young Japanese audiences to foster the understanding of American people, culture, foreign policy and to promote study in the United States;
4. Research and identify new contacts among student groups, inter-collegiate groups, professors, and activities with the potential for effective collaboration on shared goals;
5. Maintain student, teacher, and other key contact information and update/manage databases as necessary;
6. Attend programs and assist staff with facilitating discussions, writing event reports, taking photos, and shooting video clips;
7. Other duties as assigned.

## QUALIFICATIONS REQUIRED:

1. Experience in organizing programs/events and working with sponsors, companies, and organizations;
2. Active user of social media including Facebook, Twitter, Instagram, LINE, and YouTube;
3. Experience with image/video editing
4. Knowledge of Microsoft Office (Outlook, Excel, Word, and Power Point);
5. Level III\* (Good Working Knowledge) English and Level IV\* (Fluent) Japanese;
6. Excellent research and communication skills (verbal and written);
7. Ability to take initiative, learn new skills, work in a team, and make new contacts;
8. The ideal candidate will have experience living, studying, or interning in the United States, or strong interest in studying in the United States and working knowledge of the U.S university system.

\*U.S. Government language standards. For equivalents in other standard tests, please see <https://jp.usembassy.gov/embassy-consulates/jobs/jobs-resources/>

**ADDITIONAL SELECTION CRITERIA:**

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.
3. Applicants must receive a successful security and medical certification to participate in the program.

**HOW TO APPLY:**

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Statement of interest form, which is available on our website at <https://jp.usembassy.gov/embassy-consulates/jobs/jobs-internships/>
2. Gratuitous Service Agreement form (see the above website)
3. Official transcript illustrating good academic standing
4. Language test score
5. Written permission from the educational institution.

**WHERE TO APPLY:**

Please send your application to HROTokyo@state.gov with Student Intern (2021-I01) on the email subject line.

**Appendix (Definition)**

**Student:** A student is an individual who is enrolled not less than half-time in a high school\*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim. **\*NOTE:** To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.